*APPENDIX 4.

Stores Rules.

Subject to the provisions of the General Rules specified below, and to any instructions regarding specific articles which have been, or may be, issued by the Government of India from time to time (*e.g.*, those relating to the supply of stationery), the following are the rules relating to the supply of articles required for the public service. These rules supersede all previous orders which are not explicitly continued.

RULE 1.—*Articles manufactured in India from Indian materials.*

All articles which are produced in India in the form of raw material, or are manufactured in India from materials produced in India, should, by preference, be purchased locally, provided that the quality is sufficiently good for the purpose, and the price not unfavourable.

RULE 2.—*Articles manufactured in India from imported materials.*

All articles manufactured in India from imported materials should, by preference, be purchased in India, subject, however, to the following conditions :—

(*a*) That a substantial part of the process of manufacture of the articles purchased has been performed in India.

(*b*) That the price is as low as that at which articles of similar quality can be obtained through the India Office.

(*c*) That the materials employed are subjected to such inspection and tests as may be prescribed by the Government of India.

NOTE.—The term "a substantial part of the process of manufacture" in clause (*a*) means that a substantial part of the preparation of the finished article must be performed in India, whether from raw materials or from component parts obtained in a finished state from other sources.

RULE 3.—*Articles which are not manufactured in India.*

Articles which are not manufactured in India should be obtained by indent upon the Store Department of the India Office, except in the following cases :—

(*a*) When the articles are already in India at the time of order, and their price and quality are not unfavourable as compared with those at which similar articles could be obtained through the India Office, and the cost of the supply does not exceed the limits prescribed at the end of Rule 13.

(*b*) In the case of important construction works let out on contract, articles not manufactured in India required for the construction of such works may be supplied by the contracting firm, subject to the following conditions :—

**(*i*) That the firm is approved by the Government of India and is included in the list of firms so approved—*Vide* Annexure C.

(*ii*) That the materials are subject to the current specifications and tests prescribed by the Government of India.

NOTE.—Articles of clothing and equipment of European manufacture required for the Burma Police Department may be procured for the present without the intervention of the India Office.

** Applications for the inclusion of the names of firms in the list of approved firms referred to in sub-rule (*b*) (*i*) should be made to the Government of the province to which the firms belong, and the local Government concerned should submit the applications to the Government of India with an expression of its views on each case. This list is to be restricted to the names of firms of standing and repute, who are important structural contractors (*i.e.*, competent to supply or erect large structures including buildings). Only those firms will be included whose command of capital, plant and labour will be a guarantee against any risk of abuse, and who are not likely to risk the removal of their names and the loss of reputation resulting from the supply of inferior materials and stores.

Corrections to the Civil Account Code, Volume I, 8th Edition.

No. 332.

Pages 116-124, Appendix 4—

Substitute the following for this Appendix :—

APPENDIX 4.

Rules for the Supply of Articles for the Public Service.

PREAMBLE.

The policy of the Government of India is to make their purchases of stores for the public service in such a way as to encourage the industries of the country, so far as is consistent with economy and efficiency. In pursuance of this policy the following rules are prescribed, with the sanction of the Secretary of State, for the supply of articles for the public service. These rules, which are subject to any instructions regarding specific articles which have been or may be made by the Government of India with the sanction of the Secretary of State from time to time (*e.g.*, those relating to the supply of stationery and printing stores for the public service), supersede all previous orders which are not explicitly continued.

The rules are applicable to the Government of India and to provinces other than Governors' Provinces.

RULE 1.—*Articles manufactured in India from Indian materials.*

All articles which are produced in India in the form of raw material, or are manufactured in India from materials produced in India should, in preference to articles not manufactured in India or wholly or partly manufactured in India from imported materials, be purchased locally, provided that the quality is sufficiently good for the purpose, and the price reasonable.

Note.—Although a strict comparison of prices is not enjoined by this rule, it is essential in the interests of economy that the purchasing officer should take into consideration, so far as may be possible, the price at which articles of similar quality not manufactured or produced in India can be purchased at the time.

RULE 2.—*Articles manufactured in India from imported materials.*

Articles wholly or partly manufactured in India from imported materials should also be purchased in India in preference to articles not manufactured in India, provided that the quality is sufficiently good and the price not unfavourable.

RULE 3.—*Articles which are not manufactured in India.*

Articles which are not manufactured in India should be obtained by indent upon the Store Department, London, except in the following cases :—

(*a*) When the articles are already in India at the time of order or are already on their way out, and their price and quality are not unfavourable as compared with those at which similar articles could be obtained through the Store Department, London, and the cost of the supply does not exceed the limits prescribed in Rule 11. When the total value of the articles required is trifling it is generally desirable to purchase them locally.

(*b*) In the case of important construction works let out on contract, articles not manufactured in India required for the construction of such works may be supplied by the contracting firm subject to the following conditions :—

(*i*) That the firm is approved by the Chief Controller of Stores, Indian Stores Department, and is included in the list* of firms so approved.

(*ii*) That the materials are subject to the current specifications and tests prescribed by the Government of India.

(*c*) Plant and machinery and component parts thereof may be purchased from branches† established in India of manufacturing firms borne on the list of the Chief Controller of Stores, Indian Stores Department, provided that the following conditions are observed :—

(*i*) That the purchase is made by the Chief Controller of Stores, Indian Stores Department, or by a highly qualified engineer directly responsible to the Government of India for the order so placed.

(*ii*) That the plant and machinery are of standard patterns such as are ordinarily manufactured by the firm, and have actually been so manufactured.

(*iii*) That the branch firm entertains a staff of expert mechanics capable, when so required, of erecting and repairing the plant and machinery which it supplies.

(*iv*) That the actual price of the articles (exclusive of any expenditure representing cost of erection) is as low as that at which articles of the same make can be supplied by the Store Department, London.

(*v*) That when test or inspection of the plant or machinery during manufacture or before shipment is necessary or desirable arrangements are made for such test and inspection to be carried out by the India Store Department, London.

Note 1.—It should clearly be understood by indenting officers that this rule is subject to the preference which should be given under Rules 1 and 2 to articles of Indian manufacture.

Note 2.—Application for inclusion in the lists mentioned in this rule should be made to the Chief Controller of Stores, Indian Stores Department, direct by the firm with a full statement of the reasons which in its opinion justify such inclusion.

Rule 4.—*Articles which should be purchased in India.*

The following articles, whether manufactured or produced in India or not, should be purchased in India provided that they comply with the current specifications, are of the requisite quality, and can be obtained at a not unfavourable price :—

(*a*) Those of a perishable nature.

(*b*) Explosives.

(*c*) Block tin.

(*d*) Wines and spirits and bottled beer for the use of Government hospitals in India.

(*e*) Kerosine oil.

(*f*) Plant and materials for electric installations intended to take current from existing centres; and small electrical power and lighting plants of not more than 25 kilowatt capacity, which involve the provision of generators and cables for distribution, provided they comply with the current specifications and tests prescribed by the Government of India.

(*g*) Australian timber.

(*h*) Australian copper.

(*i*) Italian marble.

(*j*) British Columbian timber.

(*k*) Plant and materials for small gas installations, the cost of which does not exceed Rs. 15,000.

(*l*) Cheap articles of common use required in small-quantities only.

(*m*) African and Australian coal.

(*n*) Lubricating and fuel oil.

(*o*) Such other classes of articles, that can be obtained more economically in the local market or that cannot conveniently be purchased through the agency of the London Store Department, as may from time to time be prescribed by the Government of India.

* The list of firms referred to in this rule is maintained by the Chief Controller of Stores.

† Branches may be held to cover approved technical agents of manufacturers who do not merely act as selling agents but are also in a position to render the same kind of technical assistance in India as actual branches of the firms.

RULE 5.—*Special purchases in India.*

In cases of emergency, or when inconvenience to the public service would be caused by waiting to obtain an article from England through the India Store Department, London, or when, owing to the greater promptitude of supply, an economy can be effected by purchasing in India articles which, under the foregoing rules, should be obtained through that Department, the purchase may be made in India, subject to the limits prescribed in Rule 1., provided that the articles are in India at the time of order or are already on their way out. In such cases, if the value of the articles exceeds Rs. 1,500, the sanctioning officer should place on record the reasons which make the local purchase desirable. This record shall be available for the inspection of the Examiner of Accounts or the supervising officer, when required.

RULE 6.—*Inter-departmental purchases.*

Nothing in the rules is to be deemed to prohibit the purchase of stores by one department or railway from another.

RULE 7.—*Method of obtaining stores not purchased in India.*

All articles which, under the foregoing rules, are not to be bought in India, should ordinarily be obtained by indent on the India Store Department, London, except those the purchase of which outside India is specially authorised by these rules. Such purchase is at present permissible in the case of the following articles:—

(*i*) Seeds.

(*ii*) Cinchona bark.

(*iii*) Articles for experimental or research purposes required by officers approved by the Government of India from time to time. A list of the officers thus approved is given in the Annexure.

(*iv*) Excise instruments and apparatus required by Excise Departments for experimental or research purposes.

(*v*) China, glass, cutlery, plate, crockery and perishable fabrics, including linen for residences which are furnished by Government.

(*vi*) Australian timber.

(*vii*) British Columbian timber.

(*viii*) Such articles as Superintendents of Vaccine Depôts may require for the preparation of vaccine lymph (*e.g.*, lanoline and glycerine).

(*ix*) Chemicals and scientific instruments which do not require careful inspection and testing or which are of standard description usually quoted by well-known firms, provided that the articles cannot be procured from the Medical Store Depôts.

(*x*) Articles required for Viceregal residences in special and urgent cases.

NOTE.—Payments for stores purchased under this rule should be made direct to the suppliers by the purchasing officers.

RULE 8.—*Method of comparing prices.*

In all cases in which the selection of source of supply depends upon comparison of prices the procedure to be adopted for such a comparison is as follows:—

(*i*) A reference should be made to Home prices notified continually by the India Store Department, London, to the Chief Controller of Stores, Indian Stores Department, or as otherwise ascertained, and freight should be added at the current rates paid by the India Stores Department, London, together with such charges for interest, insurance, and freight brokerage as may be declared from time to time by the Chief Controller of Stores.

(*ii*) In cases of important contracts, the prices ruling in the English Market should be ascertained by telegraphic reference to the India Store Department, London.

(*iii*) In cases where the necessary information as to Home prices is not available the purchase in India shall be subject to the condition that the price is reasonable.

(*iv*) In order to arrive at the market value at an Indian port of the article imported from England the following charges shall be included:—

(*a*) Landing, wharfage, and port charges.

(*b*) Customs duty as shown in the tariff to be applicable to the article in question, to be calculated on its cost *plus* the additional charges mentioned in the earlier part of this rule.

(*c*) The cost of carriage to site from port or place of manufacture, as the case may be, shall be taken into account.

RULE 9.—*Tests.*

Any articles purchased in India which should be tested are liable to the specifications laid down from time to time by competent authority, with the approval of the Government of India, and should be required to pass the tests prescribed for such articles.

RULE 10.—*Firms from which iron and steel may be bought in India.*

Important iron and steel work, if purchased in India, should only be obtained from firms, approved by the Chief Controller of Stores, Indian Stores Department, and entered in a schedule* as corrected from time to time by that officer.

NOTE 1.—By "important iron or steel work" are meant articles of iron or steel which form important components of the project in hand, *e.g.*, bridge girders and roof trusses, built up in the firm's workshops and supplied ready for erection, in such sections as may be convenient, and rolled steel beams, rails or other sections cut to length or otherwise prepared at the firm's workshops to suit the indenting officer's requirements. The intention of the rule is to ensure that parts, the accurate preparation of which is essential to the security of a project, shall be obtained only from firms which possess workshops and appliances capable of turning out work of the desired standard. The raw materials used may be either imported or of Indian manufacture, subject to the usual specifications.

NOTE 2.—For the procedure to be followed by firms desiring to be included in the list mentioned in this rule see note 2 to Rule 3.

RULE 11.—*Financial limits on powers of officers to make purchases in India.*

A Department's or an officer's financial powers in the matter of the purchase of stores ordinarily extend to the limits to which it or he is empowered to enter into contracts; but in the case of purchases made in India under rule 3 (*a*) and rule 5, the limits up to which power to purchase any one article or any number of similar articles purchased at one time extends are as follows:—

In respect of rules 3 (a) and 5.

(*a*) *Civil Departments.*

	Rs.
(*i*) Departments of the Government of India other than the Railway Department (Railway Board) and the Department of Industries and Labour, Public Works Branch	1,000
(*ii*) Heads of Departments, Commissioners of Divisions and other officers of or above the rank of Collector whom the Local Government may select	500
(*iii*) Other officers authorised to incur expenditure	100
(*iv*) The President, Forest Research Institute, Dehra Dun	2,000
(*v*) Surveyor General of India	Full powers.
(*vi*) Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa	"
(*vii*) Director-General of Observatories	"
(*viii*) Director-General, Posts and Telegraphs	"
(*ix*) Political Resident, Persian Gulf	"
(*x*) Chief Commissioner, Andaman and Nicobar Islands	"
(*xi*) Mint Masters	"
(*xii*) Local Government	"

NOTE.—In respect of purchases made for *toshakhana* purposes the Foreign and Political Department has full powers.

* The schedule referred to in this rule is maintained by the Chief Controller of Stores.

No. 384.

Page 116, Appendix 4 (as introduced by correction No. 332).

In Rule 11, *insert* the following (as a new entry under (*d*) Army Department :—

"Officer Commanding, Central Mechanical Transport Stores Depot, Chaklala.....200."

[C. A. C., Vol. I, 8th Edn., No. 384, dated 1-6-25.]

No. 353.

Page 116—

Appendix 4 as introduced by correction slip No. 332, dated 1st August 1924—

Insert the following as a new entry under (*d*) Army Department in Rule 11—

(*i*) A. Master General of Supply . . . Full powers

(C. A. C., Vol. I, No. 353, dated 1st December 1924.)

(b) Public Works Department.

	Rs.
(*i*) Executive or Assistant Engineer holding charge of a Division	1,000
(*ii*) Superintending Engineer or Superintendent of Works	5,000
(*iii*) Local Government and Department of Industries and Labour, Public Works Branch	Full powers.

(c) Railway Department.

	Rs.
(*i*) Executive or Assistant Engineer holding charge of a Division on a line under construction or survey	1,000
(*ii*) Engineer-in-Chief holding charge of a line under construction or survey	5,000
(*iii*) Agent of an open line	10,000
(*iv*) Railway Board	Full powers.

NOTE.—Agents of open lines may delegate to their Engineers-in-Chief, Executive Engineers, or Assistant Engineers holding charge of a Division such power of purchase as they deem fit up to the limits specified for lines under construction, and to their Controllers of Stores up to the limits specified for Executive Engineers.

(d) Army Department.

	Rs.
(*i*) Engineer-in-Chief, Army Head-quarters	Full powers.
(*ii*) Air Officer Commanding, Royal Air Force in India	30,000
(*iii*) Chief Engineer; General Officers Commanding-in-Chief, Commands	15,000
(*iv*) Commanding Royal Engineer; District Commanders and Director General, Indian Medical Service	10,000
(*v*) Assistant Commanding Royal Engineer; Officer Commanding, Independent Brigade Area; Director of Ordnance Factories; Director, Royal Indian Marine; Director of Remounts and Director of Farms	5,000
(*vi*) Officers Commanding Brigades or Brigade Areas	2,000
(*vii*) Indian Army Service Corps, Officer on Special Duty in Kashmir	1,000
(*viii*) Chief of the General Staff; Adjutant General in India; Quarter-master-General in India; Master General of Supply; Director, Medical Services; Military Accountant General; Controllers of Military Accounts and Deputy Assistant Directors of Remounts, Commands	500
(*ix*) Assistant Controller of Dairy Farms; Officers Commanding Stations; Superintendent, Ordnance Factory; Inspectors (Ordnance Department); Proof and Experimental Officer, Balasore (Ordnance Department); Officer in Charge, Medical Store Depôt; Commandant, Indian Staff College, Quetta; Commandant, Prince of Wales' Royal Indian Military College, Dehra Dun; Assistant Controller of Grass Farms; Officer Commanding a Wing, Royal Air Force; Officer Commanding, Aircraft Depôt, Royal Air Force and Officer Commanding, Aircraft Park, Royal Air Force	400
(*x*) Military Secretary, Army Headquarters	250
(*xi*) Chief Ordnance Officer; Chief Inspector of General Stores; District Remount Officer, and Superintendent, Remount Depôt	200
(*xii*) Officer Commanding a unit; Senior Medical Officer, Indian Medical Service, of a Station; Recruiting Officer for Gurkhas, Gorakhpur; Assistant Inspectors (with the exception of the Assistant Inspector in charge of General Stores) Ordnance Department and Officer Commanding a Squadron, Royal Air Force	40
(*xiii*) Officers (ordnance or departmental) in charge of depôts	20

(*e*) *Indian Stores Department.*

	Rs.
(*i*) Chief Controller of Stores	Full powers.
(*ii*) Metallurgical Inspector	1,000
(*iii*) Superintendent, Government Test House	1,000

NOTE 1.—The financial limits imposed under this rule in respect of purchases made under rules 3 (a) and 5, do not apply to the purchase of articles required on mobilisation or during the continuance of military operations.

NOTE 2.—These powers are subject to the rules of the budget system. No sanction may be given which will involve expenditure from the budget grant of any future year. The powers extend to each sanction, whether against Army, Military Works or Marine funds. In the case of the Ordnance, Medical Stores, and Remount Departments, the Divisional, Brigade and Station Commanders are not competent financial authorities.

NOTE 3.—The Government of India are authorised to modify this list and the monetary limits hereby prescribed at their descretion.

RULE. 12.—*Power to sanction departures from the rules.*

The Government of India have power to sanction departures from the rules in cases in which departure is in the public interest, subject to a report to the Secretary of State if the expenditure exceeds Rs. 50,000 in any single case. Applications for sanction in such cases should be made to the Government of India in the Department of Industries and Labour.

No. 369.

Page 116, Appendix 4 (as introduced by correction No. 332, dated 1st August 1924)—

Insert the following after "Superintendent, Ordnance Factory" *in the list of officers named in rule 11 (d) (IX) :—*

"Officer-in-Charge, Military Food Laboratory, Kasauli"

Insert the following in the list of officers named in the Annexure to this Appendix :—

"Officer-in-Charge, Military Food Laboratory, Kasauli".

(C. A. C., I, 8th Edn., No. 369, dated 1st April 1925.)

ANNEXURE.

List of Departments and officers referred to in rule (7) (*iii*), serving directly under the Government of India or in Provinces other than Governors' Provinces, who are authorised to obtain direct from manufacturers or dealers in England or in any other foreign country such articles as they may require for experimental or research purposes.

Superintendents of X-ray Institutes.

Chemical Examiners.

Superintendents of Vaccine Depôts.

Principals of Medical Colleges.

Superintendents of Medical Schools.

Director of Bacteriological, Pathological or Research Laboratories, including officers in charge of Divisional and Brigade Laboratories.

Principals of Arts Colleges.

Principals of Technical and Industrial Institutes.

Directors of Industries.

Directors of Public Health.

Principals of Training Colleges.

Surveyor-General of India.

Inspector-General of Forests.

Director-General of Observatories.

Director of the Botanical Survey.

Agricultural Adviser to the Government of India and Director, Agricultural Research Institute, Pusa.

Director and First Bacteriologist, Imperial Bacteriological Laboratory, Muktesar.

Imperial Agricultural Chemist.

Imperial Mycologist.

Imperial Entomologist.

Imperial Economic Botanist.

Imperial Agricultural Bacteriologist.

Imperial Agriculturist.

Physiological Chemist.

Imperial Dairy Expert.

Director General of Archæology.

Directors of Agriculture.

President, Forest Research Institute and College.

Director, Geological Survey of India.

Railway Board.

Directors of Public Instruction.

Director of the Zoological Survey of India.

Metallurgical Inspector.

Superintendent, Government Test House.

Commissioner, Northern India Salt Revenue.

Master General of Supply.

Director of Ordnance Factories.

Director of Artillery.

Archæological Chemist in India.

Government Examiner of Questioned Documents.

Director-General, Posts and Telegraphs."

[C. A. C. I., 8th Edn., No. 832, dated 1-8-24.]

No. 64.

Page 117, Rule 4—

Insert the following as clause (m), renumbering the present clause (m) as clause (n) :—

"(m) African and Australian Coal."

(O. A. C., Vol. I, 8th Edn., No. 64, dated 1st January 1922.)

No. 113.

Page 117, Appendix 4, Rule 4—

To the list of articles given in this Rule add the following as clause (m), *renumbering the present clause* (m) *as clause* (c):—

(n) Lubricating and fuel oils".

[C. A. C., Vol. I, 8th Edn., No. 113, dated 15th October 1922.]

†RULE 4.—*Articles which should be purchased in India.*

The following articles, whether manufactured or produced in India, or not, should be purchased in India, provided that they comply with the current specifications, are of the requisite quality, and can be obtained at a not unfavourable price :—

(*a*) Those of a perishable nature.
(*b*) Explosives.
(*c*) Block tin.
(*d*) Wines and spirits and English bottled beer for the use of Government hospitals in India.
(*e*) Kerosene oil.
(*f*) Plant and materials for electric installations intended to take current from existing centres; and small electrical power and lighting plants of not more than 25 kilowatt capacity, which involve the provision of generators and cables for distribution, provided they comply with the current specifications and tests prescribed by the Store Department of the India Office.
(*g*) Australian timber.
(*h*) Australian copper.
(*i*) Italian marble.
(*j*) British Columbian timber.
(*k*) Plant and materials for small gas installations the cost of which does not exceed ₹15,000.
(*l*) Cheap articles of common use required in small quantities only.
(*m*) Such other classes of articles as may from time to time be prescribed by the Government of India. All such cases should be reported to the Secretary of State for his information.

RULE 5.—*Special purchases in India.*

When serious inconvenience to the public service would be caused by waiting to obtain an article from England through the Director-General of Stores, or when, owing to the greater promptitude of supply, an economy can be effected by purchasing in India articles which, under the foregoing rules, should be obtained through the Store Department, the purchase may be made in India, subject to Rule 13, provided that the articles are already in India at the time of order; but in such cases, if the value of the articles exceeds ₹750, the sanctioning officer should place on record the reasons which make the local purchase desirable. This record shall be available for the information of the Examiner** of Accounts or the Supervising Officer when required.

RULE 6.—*Inter-departmental purchases.*

Nothing in the rules is to be deemed to prohibit the purchase of stores of European manufacture by one Department or Railway from another.

‡RULE 7.—*Method of obtaining Stores not purchased in India.*

All articles which under the foregoing rules are not to be bought in India should be obtained by indent on the Store Department of the India Office, except any which the Secretary of State may have specially authorised the Government of India or its officers to purchase direct outside India. Such purchase is at present permissible in the case of the following articles :—

(*i*) Seeds.
(*ii*) Cinchona bark.

† Purchases made under this rule are not subject to the condition that the articles must be in India at the time of order.

** Accountant General, Chief Auditor, or other Audit Officer.

‡ 1. The power conferred by Rule 7(*iii*) and (*iv*) covers the purchase through local agents of articles required for experimental or research purposes.

2. The Institutions, empowered by Rule 7 (*ix*) are required to see that the suppliers ship the stores and are made responsible for packing them in such a manner, as to ensure safe transit and that payment is deferred until the articles have been received and found satisfactory.

3. See also Annexure D.

(*iii*) Articles for experimental or research purposes required by officers approved by the Government of India from time to time. A list of the officers thus approved is given in Annexure A.

(*iv*) Excise instruments and apparatus required by Provincial Excise Departments for experimental or research purposes.

(*v*) China, glass, cutlery, plate, crockery and perishable fabrics, including linen, for residences which are furnished by Government.

(*vi*) Australian and British Columbian timber.

(*vii*) Australian lead.

(*viii*) Such articles as Superintendents of Vaccine Depôts may require for the preparation of vaccine lymph (*e.g.*, lanoline and glycerine).

(*ix*) Chemicals and scientific instruments which do not require careful inspection and testing or which are of standard descriptions usually quoted by well-known firms, provided that the articles cannot be procured from the Medical Store Depôts.

(*x*) Articles required for Viceregal residences in special and urgent cases.

NOTE.—Payments for stores purchased under this rule should be made direct to the suppliers by the purchasing officers.

General Rules.

RULE 8.—*Forecast of requirements which should under the rules be complied with by indent on the India Office.*

All requirements should be fulfilled locally in accordance with the provisions of the Resolution No. 4941—4988-102, dated the 14th July 1909, provided that quality and price are not unfavourable and provided that such purchase does not violate any of the instructions contained in these rules. In cases, however, in which stores have to be obtained through the India Office, every effort should be made to foresee requirements so that the indents may be despatched in ample time. Persistent failure of any officer to make such efforts should be brought to notice by the local Government or other authority, which may, at its discretion, cancel or reduce the powers of sanction entrusted to the officer at fault.

†RULE 9.—*Time required to obtain Stores from England.*

It may be assumed that the time required from the transmission of an indent upon the Secretary of State to the receipt of the stores is :—

Urgent telegraphic indents, not less than three months.
Ordinary indents, six to ten months, according to the article demanded.
For special stores, *e.g.*, large girders, rolling stock, etc., up to one year in ordinary times.

NOTE.—When ordinary stock articles conforming to well-recognised standards are required within a shorter period than three months, and the purchase has, under the rules, to be made through the India Office, the indenting Officer shall, if he desires that the procedure indicated in the Resolution in the Department of Commerce and Industry, No. 6822-6869-37, dated the 13th September 1911, be adopted, state the fact clearly in his telegraphic indent.

RULE 10.—*Method of comparing prices.*

In all cases in which the selection of source of supply depends upon comparison of prices, the procedure to be adopted for such a comparison is as follows :—

(*i*) A reference should be made to Home prices as shown in the Rate Lists, and freight should be added at the lowest rates paid by the India Office together with 13*s.* 4*d.* per 100*l.* for interest, 2*s.* 2*d.* per 100*l.* for insurance, and 3*d.* per ton for freight brokerage.

(*ii*) In cases of important contracts, the prices ruling in the English market should be ascertained by telegraphic reference to the Director-General of Stores.

(*iii*) In cases where the necessary information as to Home prices is not available from the Rate Lists, the purchase in India shall be subject to the condition that the price is not unfavourable.

† See also Annexure D.

(*iv*) In order to arrive at the market value at an Indian port of the article imported from England the following charges shall be included :—

(*a*) Landing, wharfage, and port charges as shown in the Rate Lists.

(*b*) Customs duty, as shown in the Tariff to be applicable to the article in question, to be calculated on its cost *plus* the additional charges mentioned in the earlier part of this rule.

(*v*) The cost of carriage to site from port or place of manufacture, as the case may be, shall be taken into account.

RULE 11.—*Tests.*

Any articles purchased in India which should be tested are liable to the specifications laid down from time to time by competent authority, with the approval of the Secretary of State in Council, and should be required to pass the tests prescribed for such articles.

RULE 12.—*Firms from which iron and steel may be bought in India.*

Important iron and steel work, if purchased in India, should only be obtained from firms approved by the local Government and entered in a Schedule as corrected from time to time by the Government of India. A list of approved firms is given in Annexure B.

NOTE.—By "important iron or steel work" are meant articles of iron or steel, which form important components of the project in hand ; *e.g.*, bridge girders and roof trusses, built up in the firm's workshops and supplied ready for erection, in such sections as may be convenient, and rolled steel beams, rails or other sections cut to length or otherwise prepared at the firm's workshops to suit the indenting officer's requirements. The intention of the rule is to ensure that parts, the accurate preparation of which is essential to the security of a project, shall be obtained only from firms† which possess workshops and appliances capable of turning out work of the desired standard. The raw materials used may be either imported or of Indian manufacture, subject to the usual specifications.

**RULE 13.—*Financial limits on powers of officers to make purchases in India.*

In the case of purchases made under Rules 1, 2 and 4, an officer's powers of purchase extend to the ordinary limits to which he is empowered to enter into contracts : but in the case of purchases made in India under Rules 3 (*a*) and 5, the limits for expenditure on any one article or on any number of similar articles purchased at one time are as follows :—

(*a*) *Civil Departments.*

	R
(*i*) Heads of Departments, Commissioners of Divisions, and other officers of or above the rank of Collector whom the local Government may select, Principals of Colleges and Inspectors of Schools in Bengal, Bihar and Orissa and Assam .	250
(*ii*) Other officers authorised to incur expenditure	50
(*iii*) Controller of Printing, Stationery and Stamps . . .	1,000
(*iv*) Local Government :—	
1. In case of purchases made under Rule 3 (*a*) .	3,000
2. In case of purchases made under Rule 5 . . .	Full powers

† The names of only *bonâ fide* manufacturing firms in India, capable of supplying *important* iron and steel work, shall be entered in the list of approved firms referred to above. A firm desirous of having its name entered in Annexure B shall make an application to that effect to the Government of the Province to which it belongs. The local Government, if it considers the firm eligible for inclusion in the Annexure, shall submit the application, with its recommendation, for the orders of the Government of India.

** These limitations are temporarily inoperative. The existing limitations are :—

(*i*) For purchases from Surplus Stock . . .	The budget provision of the purchasing officer.
(*ii*) For other purchases in India—	
(*a*) Officers who have full powers under Rule 5 .	Full powers both under Rule 3(*a*) and Rule 5.
(*b*) Other officers	Both under Rule 3(*a*) and Rule 5 double the limit fixed for purchases under Rule 5.

APPENDIX 4.

The powers of a local Government are also exercised by the following officers :—

Surveyor-General of India.
Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa.
Director-General of Observatories.
Director-General, Posts and Telegraphs.
Political Resident, Persian Gulf.
Superintendent of Port Blair.

(*b*) *Public Works Department.*

	For purchases made under Rule 3(*a*).	For purchases made under Rule 5.
	₹	₹
(*i*) Executive or Assistant Engineer holding charge of a Division	200	500
(*ii*) Superintending Engineer or Superintendent of Works	1,000	2,500
(*iii*) Local Government	3,000	Full powers.

(*c*) *Railway Department.*

(*i*) Executive or Assistant Engineer holding charge of a Division on a line under construction or survey	200	500
(*ii*) Engineer-in-Chief holding charge of a line under construction or survey	1,000	2,500
(*iii*) Agent of an open line	1,000	2,500
(*iv*) Railway Board	3,000	Full powers.

NOTE.—Agents of open lines may delegate to their Chief Engineers, Executive Engineers or Assistant Engineers holding charge of a Division, such powers of purchase as they deem fit up to the limits specified for lines under construction, and to their Controllers of Stores up to the limits specified for Executive Engineers.

(*d*) *Army Department.*

	For purchases made under Rule 3(*a*).	For purchases made under Rule 5.
	₹	₹
(*i*) Director-General of Military Works	3,000	Full powers.
(*ii*) Divisional Commander	3,000	5,000
(*iii*) Officer Commanding an independent Brigade; †Director-General of Ordnance; Director, Royal Indian Marine; Director-General, Indian Medical Service (for medical store depôts); Director, Army Clothing; and Director-General, Army Remount Department	2,500	2,500
(*iv*) Officer Commanding a brigade, other than those included in (*iii*); Director of Ordnance Factories; Director of Ordnance Inspection and Director of Ordnance Stores	1,000	1,000
(*v*) Superintendent, Army Clothing Factory; Supply and Transport Officer on special duty in Kashmir; and Deputy Director, Royal Indian Marine	500	500

† The Director-General of Ordnance has full powers of local purchase under rule 5 in cases where the purchases are required to meet urgent field service requirements or to replace issues from mobilization reserves for the equipment of troops suddenly ordered on field service.

No. 284.

Page 121, Appendix 4, Rule 13—

Insert the following under a new heading:—

"(*f*) *Indian Stores Department.*"

	For purchases made under Rule 3 (*a*).	For purchases made under Rule 5.
Chief Controller of Stores	Full powers .	Full powers.

[C. A. C. I, 8th Edition, No. 284, dated 1-11-23.]

	For purchases made under Rule 3(*a*).	For purchases made under Rule 5.
	R	R
(*vi*) Chief of the General Staff; General Officers Commanding, Northern and Southern Armies; Adjutant-General in India; Quarter-master-General in India; Director, Medical Services, Army Head Quarters, India; Military Secretary to His Excellency the Commander-in-Chief; Military Accountant General; Controllers of Military Accounts; and Controller of Military Supply Accounts .	250	250
(*vii*) Officer Commanding a station; Superintendent, Army Remount Department; Superintendent, Ordnance Factory; Government Inspector of Army Boots Factory, Cawnpore; Assistant Director of Ordnance Stores; Inspectors (Ordnance Department), the Assistant Inspector in charge of General Stores and the Proof and Experimental Officer, Balasore; Medical Store-keeper; Commandant, Indian Staff College; Assistant Director of Supplies and Assistant Director of Transport; and Assistant Director of Grass Farms . .	200	200
(*viii*) Officer Commanding a unit (including a hospital); Senior Medical Officer, Indian Medical Service of a station; Recruiting Officer for Gurkhas at Gorakhpur; Officers (Ordnance or Departmental) in charge of depôts; Assistant Inspectors (Ordnance Department) with the exception of the Assistant Inspector in charge of General Stores; Officers in charge of Supply Reserve Depôts; Commissioned Officers Commanding Depôt Transport Lines; Station Supply Officer in charge of Supplies; and Chief Chemical Examiner	20	20
(*e*) *Indian Munitions Board.*		
Metallurgical Inspector, Indian Munitions Board, Jamshedpur	500	500

NOTE 1.—The financial limits imposed under this rule in respect of purchases made under Rules 3 (*a*) and 5, do not apply to the purchase of articles required on mobilisation, or during the continuance of military operations.

NOTE 2.—These powers are subject to the rules of the budget system. No sanction may be given which will involve expenditure from the budget grant of any future year. The powers extend to each sanction, whether against Army, Military Works, or Marine funds.

In the case of the Ordnance, Medical Store and Remount Departments, the Divisional Brigades and Station Commanders are not competent financial authorities.

RULE 14.—*Power to sanction departures from the rules.*

The Government of India have power to sanction departures from the rules in cases in which such departure is absolutely unavoidable, subject to a report to the Secretary of State if the expenditure exceeds R50,000.

APPENDIX 4.

LOCAL PURCHASE RULES.

ANNEXURE A.

List of officers referred to in Rule 7 (*iii*), who are† authorised to obtain direct from manufacturers or dealers in England, America, Japan, or any other foreign countries such articles as they may require for experimental or research purposes.

Superintendent, X-Ray Institute.
Chemical Examiners.
Superintendents of Vaccine Depôts.
Principals of Medical Colleges.
Superintendents of Medical Schools.
Directors of Bacteriological, Pathological or Research Laboratories, including Officers-in-charge of Divisional and Brigade Laboratories.
Principals of Arts Colleges.
Principals of Technical and Industrial Institutes.
Directors of Industries.
Directors of Fisheries.
Sanitary Commissioners.
Director, Madras Cinchona Department.
Principals of Training Colleges.
Principals of Veterinary Colleges.
Officer-in-charge of the Experimental Sewage Installation at Poona.
Surveyor-General of India.
Inspector-General of Forests.
Director-General of Observatories.
Director of Botanical Survey.
Agricultural Adviser to the Government of India and Director, Agricultural Research Institute, Pusa.
Imperial Bacteriologist, Civil Veterinary Department.
Imperial Agricultural Chemist.
Imperial Mycologist.
Imperial Entomologist.
Directors of Agriculture.
President of the Imperial Forest Research Institute.
Principal of the Imperial Forest College.
Director, Geological Survey of India.
Railway Board.
Directors of Public Instruction.
Inspector of Science and European Schools, Central Provinces.
Chief Malaria Medical Officer, Punjab.
Chief Conservator of Forests, Burma.
Director of the Zoological Survey of India.
Metallurgical Inspector, Indian Munitions Board.
Conservator of Research and Working Plans, Burma.
Superintendent of Local Manufactures and Government Test House, Alipore.
Superintendent, Government Acetone Factory, Nasik Road.
Conservator of Forests, Western Circle, Punjab.
Commissioner, Northern India Salt Revenue.
Conservator of Forests, Eastern Circle, Punjab.

ANNEXURE B.

List of Firms referred to in Rule 12.

In Bengal.

The Bengal Iron and Steel Company, Ltd., Barakar.
The Vulcan Iron Works, Ltd.,
Messrs. Burn & Co.,
Messrs. Jessop & Co.,
Messrs. John King & Co., } of Calcutta.

† Within the limit of the funds annually allotted to them for the purpose in the budget.

No. 79.

Page 122, Annexure A to Appendix 4—

Add the following to the list of officers under this Annexure:—

"Superintendent, Government Museum, Madras."
(C. A. C., Vol. I, 8th edn., No. 79, dated 1st January 1922.)

No. 114.

Page 122, Appendix 4, Annexure A—

To the list of officers mentioned in this annexure, add "Archæological Chemist in India".

[C. A. C., Vol. I, 8th Edn., No. 114, dated 15th October 1922.]

No. 65.

Page 122, Annexure A—

Insert the following under this Annexure :—

"Government Examiner of Questioned Documents."
(C. A. C., Vol. I, 8th Edn., No. 65, dated 1st January 1922.)

No. 255.

Page 123, Appendix 4, Annexure B—

For "The Engineering Co. of Karachi" *in the list of approved firms in the Bombay Presidency substitute* "Stubbs Engineering Company, Karachi."

[C. A. C., Vol. I, 8th Edn., No. 255, dated 1st July 1923.]

No. 246.

Page 123, Appendix 4, Annexure B.

To the list of approved firms in Bengal, add—

The Hoogly Docking and Engineering Company, Limited (Managing Agents, Messrs. Martin and Company) } of Calcutta.

[C. A. C., Vol. I, 8th Edn., No. 246, dated 1st June 1923.]

No. 148.

Page 123, Appendix 4, Annexure B—

To the list of approved firms under "Bihar and Orissa," *add* "The Kirtyanand Iron and Steel Works, Ltd."

[C. A. C., Vol. I, 8th Edn., No. 148, dated 1st April 1923.]

No. 146.

Page 123, Appendix 4, Annexure B—

Delete the entry "Messrs. Oakes & Co.," *in the Madras Presidency, and insert* "The Madras Engineering Works Ltd., Madras." *as the 3rd entry.*"

[C. A. C., Vol. I, 8th Edn., No. 146, dated 1st April 1923.]

No. 137.

Page 123, Appendix 4, Annexure B—

Above the last entry in the list of firms in Bengal, insert "Messrs. Parry's Engineering, Limited, of Calcutta"

[C. A. C. I, 8th Edition, No. 137, dated 2-1-1923.]

No. 136.

Page 123, Appendix 4, Annexure B—

Delete the entry "Messrs. N. D. Hari Ram and Brothers, Rawalpindi" *given under* Punjab.

[C. A. C. I, 8th Edition, No. 136, dated 2-1-1923.]

No. 135.

Page 123, Appendix 4, Annexure B—

To the list of approved firms in the Bombay Presidency, add "Messrs. W. Crowder & Co., Ltd., of Karachi." *below* "Messrs. Billimoria & Co.," *inserted by correction No. 68, dated the 1st January 1922.*

[C. A. C. I, 8th Edition, No. 135, dated 2-1-1923.]

No. 115.

Page 123, Appendix 4, Annexure B—

To the list of firms in Bengal, add "The Angus Engineering Works of Calcutta" *below the entry* "Messrs. Braithwaite & Co., of Calcutta".

[C. A. C., Vol. I, 8th Edn., No. 115, dated 15th October 1922.]

No. 68.

Page 123, Appendix 4, Annexure B—

To the list of firms given under the sub-head, 'In the Bombay Presidency' *this Annexure, add* "Messrs. Billimoria and Co." *below,* "The Economic Engineering Co."

(C. A. C., Vol. I, 8th Edn., No. 68, dated 1st January 1922.)

No. 273.

Page 123, Annexure B—

At the end of the list of Firms in Bengal, add
"The Kumardhubi Engineering Works".

[C. A. C., Vol. I., 8th Edn., No. 273, dated 1st Oct

No. 66.

Page 123, Annexure B—

Substitute the following for the entry "Messrs. A. and J. Main and Co." *in Bengal :—*

"Messrs. Armstrongs and Main, Limited."

(C. A. C., Vol. I, 8th Edn., No. 66, dated 1st January 1922.)

Messrs. Ahmuty & Co.,
Messrs. Martin & Co.,
Messrs. Britannia Brass and Iron Company, Ltd.,
Messrs. Heatly and Gresham, Ltd.,
Messrs. A. and J. Main & Co.,
Messrs. T. E. Thomson & Co., Ltd.,
Messrs. W. Leslie & Co.,
Messrs. Balmer Lawrie & Co.,
Mr. Akat,
Messrs. Turnbulls, Ltd.,
Messrs. Braithwaite & Co.,
} of Calcutta.
The Shalimar Works, Ltd., of Calcutta and Chittagong.

In the Bombay Presidency.

Messrs. G. Gahagan & Co.,
Messrs. Richardson and Cruddas,
Messrs. Alcock, Ashdown & Co.,
Messrs. Garlick & Co.,
Messrs. Marsland Price & Co.,
Messrs. Sorabji Shapurji & Co.,
Messrs. H. I. Dixon & Co.,
} of Bombay.
Messrs. Cosser & Co.,
Messrs. B. R. Herman & Co.,
The Engineering Co.,
The Economic Engineering Co.,
} of Karachi.

In the Madras Presidency.

Messrs. Massey & Co.,
Messrs. Oakes & Co.,
Messrs. Mansfield and Sons,
} of Madras.

In Burma.

The Irrawaddy Flotilla Company, Ltd.,
Messrs. Bullock Brothers & Co., Ltd.,
The Dunnedaw Engineering Works,
The Burma Engineering and Trading Co., Ltd.,
} of Rangoon.
Messrs. Howarth, Erskine, Ltd., Singapore.

In the United Provinces.

Messrs. T. Crowley & Co., Allahabad.
The Empire Engineering Co., Ltd., Cawnpore.
Lucknow Iron Works.
The Canal Foundry and Engineering Works, Roorkee.

In the Punjab.

Messrs. N. D. Hari Ram and Brothers, Rawalpindi.

In Bihar and Orissa.

Messrs. Arthur Butler & Co., of Mozaffarpur.
The Tata Iron and Steel Co., Ltd., Jamshedpur.

NOTE.—Apart from the operation of Rules 3 (*b*) and 12, the selection of firms for the supply of stores, materials and machinery in general, whether of Indian or of other manufacture, is not restricted to the list of firms contained in this Annexure and in Annexure C. The purchase of materials and machinery in all circumstances other than those to which Rules 3 (*b*) and 12 apply, is governed by the remaining rules and, subject to these rules and to the necessary specifications, they may be purchased from any firm supplying stores of suitable quality.

APPENDIX 4.

ANNEXURE C.

List of Firms referred to in Rule 3(b) (i).

In Bengal.

Messrs. Burn & Co.,
Messrs. Jessop & Co.,
Messrs. John King & Co.,
Messrs. Martin & Co.,
Messrs. Mackintosh Burn & Co.,
Messrs. James Simpson & Co.,
Messrs. G. Craddock & Co.,
Messrs. Turnbulls Limited,
Messrs. Braithwaite & Co.,
"J. C. Banerjee," 20, Strand Road,
} of Calcutta.

In the Bombay Presidency.

Messrs. Richardson and Cruddas, of Bombay.

ANNEXURE D.

Government of India, Department of Commerce and Industry, Resolution No. 6822—6869-37 (Stores), dated the 13th September 1911.

Under the rules for the supply of articles for the public service published with this Department Resolution No. 4941—4988-102, dated the 14th July 1909, all articles of foreign manufacture which are not available in India at the time of order are required to be purchased through the Director-General of Stores, India Office, except those specified in Rule 7, which can be purchased direct outside India. In Rule 9 it is stated that the minimum period within which stores can be obtained from the India Office by urgent telegraphic indent may be assumed to be three months. Cases, however, occasionally arise in which certain ordinary stock articles conforming to well-recognised standards are required within a shorter period than three months. In order to secure greater expedition in the supply of stores of this description, that is to say, articles in common demand, or of standard types which are generally kept in stock by manufacturers of standing and repute, the Secretary of State is prepared to relax the usual procedure in cases of great urgency, and to modify the character of the Stores Department inspection, by dispensing with rigid adherence to patterns unless such conformity is essential; by not enforcing the rejection of articles on account of small faults which do not affect their serviceability; and by accepting articles on the maker's guarantee in cases in which the Director-General of Stores considers it safe to do so.

2. The Governor-General in Council is accordingly pleased to direct that when an article of the above description is required within a shorter period than three months, and purchase has, under the rules, to be made through the India Office, the indenting officer shall, if he desires that the procedure herein indicated be adopted, state the fact clearly in his telegraphic indent.

No. 247.

Page 124, Appendix 4, Annexure C.

To the list of approved firms in Bengal, add—

The Hoogly Docking and Engineering Company, Limited (Managing Agents, Messrs. Martin and Company) } of Calcutta

[C. A. C., Vol. I, 8th Edn., No. 247, dated 1st June 1923.]

No. 138.

Page 124, Appendix 4, Annexure C—

To the list of firms in Bengal, add "Messrs. Parry's Engineering, Limited, of Calcutta".

[C. A. C. I, 8th Edition, No. 138, dated 2-1-1923.]

No. 67.

Page 124—

Appendix 4, Annexure C—

Insert the following after Bombay Presidency :—

In Burma.

"Messrs. Clark and Greig, Limited, Rangoon."

(C. A. C., Vol. I, 8th Edn., No. 67, dated 1st January 1922.)

No. 274.

Page 124, Annexure C—

At the end of the list of Firms in Bengal, add
"The Kumardhubi Engineering Works".

[C. A. C., Vol. I., 8th Edn., No. 274, dated 1st October 1923.]

No. 93.

Page 125, Appendix 5, Clause 2—

For the words "the Provincial Accountant General" *in line 5 substitute the words* "the Deputy Controller of the Currency having jurisdiction in the matter of resource arrangements."

(C. A. C., Vol. I, 8th edn., No. 93, dated 1st January 1922.)

No. 60.

Page 125, Appendix 5, Rule 4—

Insert the following as clause (c) renumbering the existing clause (c) as clause (d) :—

(c) The Post Masters General and Deputy Post Masters General, Railway Mail Service, may sanction petty charges in connection with electric and gas installations in Government buildings up to an amount not exceeding R20 in each case.

(C. A. C., Vol. I, 8th edn., No. 60, dated 1st July 1921.)

No. 342.

Page 125, Appendix 5, Rule 6—

Insert the following sentence at the end of this rule :—

"The Chief Inspector of Mines in India, Dhanbad, exercises the powers of a local Government in this respect on the understanding that the rates paid to the hot-weather establishment do not exceed the rates sanctioned by the Government of Bihar and Orissa for such establishments at Dhanbad."

[C. A. C., I., 8th Edition, No. 342, dated 1st October 1924.]

No. 230.

Page 125, Appendix 5. Introductory Note inserted by correction No. 51, dated 1st April 1921—

For the word " restrictions " *in line 1, substitute* " financial and administrative restrictions ".

Rule 3. Heading. Delete the word " (petty) ".

Rule 3-(a). For the words " When it exceeds that sum it should be treated as Public Works Expenditure " *in lines 4 and 5, substitute the following :—*

" When it exceeds that sum it should be treated as works expenditure of the department vested with the administrative control of the expenditure. See also item 6 (*a*) of Schedule II of the Devolution Rules."

Rule 4 (b). For " Post Office and Telegraph Department " *in line 1, substitute* " Posts and Telegraphs ".

Rule 4 (c). Substitute the following for this Rule ;—

" (c) In the case of installations to the buildings used or intended for non-commercial departments the department carrying out the work will bear the cost."

Rule 6, line 6. For " the Controller of Currency ", *substitute* " the Controller of the Currency."

[C. A. C., Vol. I, 8th Edn., No. 230, dated 1st April 1923.]

No. 58.

Page 125, Appendix 5, Rule 4—

Insert the following note under Rule 4 :—

NOTE.—The term " Electric Installation " includes bells and similar installations only when they form part of the main installation, *i.e.*, if they are worked through transformers or lamps off a lighting circuit, but not when they derive energy from small primary batteries.

(C. A. C., Vol. I, 8th edn., No. 58, dated 1 July 1921.)

No. 260.

Page 125, Appendix 5, Rule 4 (b)—

Insert a full-stop after the word "buildings" *in line 3 and delete the rest of the rule.*

[C. A. C. I., 8th Edition, No. 260, dated 1st August 1923.]